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REPORTS INVENTORY, SUMMARY TABULATION

Printing Services Division

Report	Manually Produced	Computer Produced	Annual Cost		Proposed Savings Goals	
			Man Hours	Dollars	Man Hours	Dollars
1. Employee Confidential Statement of Employment and Financial Interests	XX		1	9.40		
2. Summer & Winter Leave Schedules	XX		1	6.10		
3. Proposed TDY Foreign Travel	XX					
4. Penalty Indicia Stocks - Procurement Documents	XX		1-1/2	8.38		
5. Listing of Interoffice Issuances	XX		1	5.99		
6. Annual Report of Records Holdings	XX		24	112.08		
7. Certification of Review of Selected Regulatory Issuances	XX		328	1,638.24		
8. Designation of Employer for Income Tax Purposes		XX	2	9.34		
9. Significant Accomplishments	XX		17-1/2	211.86	18	211.86
25X10. Manpower & Cost Summary Report Semi-annual Report of Accomplishments	XX		17	160.68		
12. Report of PSD Personnel Processing DDP/RID/ADPB Microfilm	XX		1	7.70	1	7.70
13. Report of Visual Aids for Briefings & Training Courses	XX		1/6	2.00		
14. Analysis of Annual Production	XX		18	211.86		

CONFIDENTIAL

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CONFIDENTIAL

Page 2

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			Man Hours	Dollars	Man Hours	Dollars
15. Night Inspection of PSD Plants	XX		9	48.48	9	48.48
16. Activity Report	XX		39	293.80		
17. Trip Reports	XX		108	565.12		
18. Space Inventory Verification		XX	2	25.68		
19. Budget Analysis	XX		12	71.52		
20. Eliminated						
21. Accident Report	XX		3	13.30		
22. Printing Services Production Report	XX		738	3,692.16		
23. Wage Board Employees Shift Changes	XX		1	6.00		
24. WAE Staff Employee Report	XX		4	26.00		
25. Report of Overtime Hours Worked	XX		85	353.52		
26. Roster of Essential Employees	XX		1/4	1.07		
27. Non Production Hours	XX		314	2,738.32		
28. Silver Recovery	XX		29	197.48		
29. NIS Volume & Throughput Report	XX		1/2	4.68		

CONFIDENTIAL

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CONFIDENTIAL

Page 3

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			Man Hours	Dollars	Man Hours	Dollars
30. PSD Statistics	XX		14	73.96		
31. Secure Area Access Roster	XX		16	76.48		
32. Division Budget (Feeder Report for DDS/OL/BFB-1)						
33. Report of Division Safety Inspections	XX		66	589.68		

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